



## Job Description: Chairperson

### Role

To be responsible for the implementation of good practice and child protection policies within the club.

### Skills

- Approachable
- Enthusiastic with a good knowledge of the sport and club
- Well organised and able to delegate
- Ability to control meetings
- Confident at public speaking

### Main Duties

- To chair and control the meetings of the Executive committee
- To be involved, where appropriate, in the coordination of club activities
- Oversee decisions made by the management and sub committees
- Oversee the work of officers and other club personnel
- In conjunction with the secretary present the annual report
- In conjunction with the treasurer present the annual accounts
- Consult with the secretary on the content of the agenda and minutes of meetings
- Keep up to date on ASA laws, regional rules and club constitution
- Ensure that statutory documents and other returns are filed on time
- Advise the treasurer on the use and investment of club funds
- Report to the officers of the management committee at the first opportunity of any instant decisions taken, and ensure that all policy decisions are ratified by the management committee

### Commitment

Dealing with issues as and when they arise plus club requirements i.e. events and club management meetings

### Current Post Holder:

Eliot Burns (Elected: June 2017)